

# Headquarters EMPLOYEE BULLETIN

#220

3 December 1969

## REMOVAL OF UTENSILS FROM CAFETERIAS

1. Employees are requested not to remove trays, dishes, glasses, and silverware from the cafeterias. Disposable plastic and paper utensils are readily available for those who wish to carry out food and drinks.

2. The cost of replacing lost or broken nondisposable dining utensils runs into five figures annually. A significant part of this expense is incurred because these items are removed from cafeterias with carryout lunches or for birthday parties and are never returned. Employees are reminded that the char force does not collect utensils left in Agency offices or corridors and that those individuals who have removed such items from Agency cafeterias are personally responsible for returning them.

3. Compliance with this request will greatly enhance the appearance of Agency buildings and help to reduce the operating cost of the cafeterias.

DISTRIBUTION: ALL EMPLOYEES